

Managing Documents Spread Sheet

Documents	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #
	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates
Human Care Agreement (HCA) CA107								
<ul style="list-style-type: none"> • Scope of services, required qualifications, recommended evaluation criteria from Community Based Resource Specialist 								
<ul style="list-style-type: none"> • Generic scope, evaluation criteria, service description, independent government cost estimate, selection criteria sent from Services Management Specialist to OCP 								
<ul style="list-style-type: none"> • Announcement from OCP to interested providers 								
<ul style="list-style-type: none"> • Provider qualification statements and pricing responses from OCP 								
<ul style="list-style-type: none"> • Provider response evaluation results sent to OCP from Community Based Resource Specialist and Services Management Specialist 								
<ul style="list-style-type: none"> • Best and Final offer request from OCP 								
<ul style="list-style-type: none"> • Best and Final offer outcomes from OCP 								

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Human Care Agreement (HCA) CA107								
• Written authorization to award from Bureau Chief of Contract Administration								
• Contract documents from OCP to provider for signature								
• Signed contract documents from provider to OCP								
• Signed contract documents from OCP								
• Signed contract documents from OCP to Accounts Payable and Services Management Specialist								
• Signed contract documents from Services Management Specialist to Community Based Resource Specialist								